

**Page Denied**

Next 1 Page(s) In Document Denied

**TOP SECRET**

UPDATE FOR OASIS DOCUMENTATION

February 1979

OASIS: FILM SUBSYSTEM

A Reference Manual for MISB/RSD/PSG

January 1979

25X1

REVISED PAGES

Destroy old pages. Insert new pages.

**TOP SECRET**

25X1

25X1

### 3. SIGNING-ON AND CHOOSING OPTIONS

#### THE GENERAL PROCEDURE

Before you can use any of the displays associated with the Film Subsystem, you must follow this general procedure:

- \* Sign-on with the computer by entering and transmitting sign-on data via the Sign-On Display.
- \* The OASIS Options Display will appear on your screen. Select and transmit FILM OPTIONS.
- \* The Film Subsystem Options Display will appear on the screen. You will use this display to choose the Film Subsystem Displays you want to use.

18

25X1

**TOP SECRET**

REVISED  
2/79

```
* * * * *
```

```
*      NPIC DATA SYSTEM
```

```
*      NAME -----
```

```
*      BADGE NO. ----
```

```
*      PASSWORD
```

```
*      COMPONENT ---
```

```
*      MODE ----
```

```
* * * * *
```

SIGN-ON DISPLAY

PURPOSE - To "sign on" with the computer.

INSTRUCTIONS

Be sure the SYS AVAIL light to the right of the screen is on. If it is not, the CRT cannot be used to perform the processing discussed in this manual.

1. Press the PA4 function key. Sign-On Display will appear on screen. If it does not, repeat this step.
2. Enter your name, badge number, component code, password, and the letters OAS. Unlike the other data you have just typed, your password will not appear on the screen.
3. Press the TRANSMIT key.

If you entered all data correctly, the OASIS OPTIONS DISPLAY will appear on the screen.

25X1

TOP SECRET

- 19 -

TOP SECRET

25X1

**TOP SECRET**

REVISED  
2/79

[-] FILM OPTIONS

[-] DISSEMINATION OPTIONS

[-] DISSEMINATION MAINT

$$[-]XMIT$$

25X1

OASIS OPTIONS DISPLAY

USE - To list the subsystems of OASIS; to select the subsystem you are going to use and display the option display of the subsystem you select.

INSTRUCTIONS

- \* Light pen the Film Subsystem Options
- \* Transmit this choice

[ - ] XMIT

25X1

REVISED  
2/79



**TOP SECRET**

REVISED  
2/79

[ - ] XMIT

**TOP SECRET**

MISSION DESCRIPTION DISPLAY

25X1

CONTENT - Data from a Mission Description Record describing a mission from which film is derived. The mission identification, e.g., mission type and number appears at the top of this display.

USE - To review records, to update partial records from  missions, to update completed records, i.e., correct any erroneous data that was transmitted when the record was created or updated.

25X1

INSTRUCTIONS

Reviewing Records

If you are reviewing a record and have completed your review, see WHAT TO DO NEXT.

Updating Records

\* If you are updating a partial  Mission Description Record, this display will contain only the mission type and number. Please note, you can not change this data. To complete the record enter the following data within the brackets provided on the display. [In the formats given below, N = a number, A = a letter, YY = last two digits of year, MM = month (two digits), and DD = day (two digits).]

- Beginning Date - enter the date of first photo coverage in this format: YYMMDD.

- Ending Date - enter the date of recovery in this format: YYMMDD.

- Date Received - enter the date film was received at  in this format: YYMMDD.

- Mission Footage - enter the mission footage in meters in this format: NNNNNN.

TOP SECRET

25X1

25X1

REVISED  
2/79

**TOP SECRET**

CAN DESCRIPTION DISPLAY

25X1

CONTENT - Data from all the Can Description Records from the same mission that have the same control number. Each line on the display represents one record.

USE - To review existing records; to create records for [ ] film. Can Description Records for [ ] film are created by the MFI-IN Program, but you may use this display to add additional records for a control number, to correct records, and to delete records. In general, you will need to add, correct, and delete records for [ ] film only when they were omitted from or erroneously transmitted to the FIF by the MFI-IN Program.

25X1

25X1

25X1

CODES

The following codes are used in these records.

Film Type

Black & White Film

ON = original negative  
DN = duplicate negative  
DP = duplicate positive #1

Color & Infrared Film

OP = original positive  
DPC = duplicate positive, color  
DPG = duplicate positive, green  
INC = duplicate negative, color  
INB = duplicate negative, black  
& white

Area Codes

The Mission Film Index (MFI) listings for [ ] missions contain the area codes for each control number.

TOP SECRET

25X1

Copy Number

The following codes are used in conjunction with film type:

00 = ONs and OPs

01 = DPs, DPCs, and DPGs

16 = DNS, INCs, & INBs for film received prior to mission

51 = same as 16 but designates film received from mission

Status Codes

The following codes indicate the status of the film cans:

A = awaiting return to the Records Center

B = back in IS/MISB from Records Center

D = designated for destruction; film is not available for loan

L = on loan

O = ordered from the Records Center

S = stored

X = being repaired

Location Codes

The following codes indicate the storage location of the film cans:

F = Film Library

R = Records Center

BLANK = film has been destroyed

25X1

25X1

25X1

25X1

25X1

TOP SECRET

REVISED  
2/79

INSTRUCTIONS

Reviewing Records

If you are reviewing records and have completed your review, see WHAT TO DO NEXT.

Creating [ ] Records

You will always create Can Description Records for [ ] film via this display. When creating records for [ ] film, the only data that will appear on the display is the control number.

\* First enter the mission type and number within the brackets at the top of the display.

\* Then enter the following data within the brackets provided on the display for each record you want to create:

- Film type
- Copy number
- Status, always S when creating records
- Location, always F when creating records

\* Before transmitting, check your entries to ensure that they are correct.

\* Light pen ADD NEW RECORDS at the bottom of the display.

\* Transmit.

\* After transmitting, the display will reappear on your screen. Its content reflects the updated Can Description Record(s) in the Film Information File for the control number.

25X1

25X1

25X1  
25X1

TOP SECRET

TOP SECRET

\* Display the Film Description  Display or the Frame Description  Display, whichever is appropriate for the control number that appears at the top of this display, by light penning and transmitting FILM DESC  or FRAME DESC . (See FILM DESCRIPTION  DISPLAY and FRAME DESCRIPTION  DISPLAY on the following pages.)

\* Terminate this run of the subsystem by pressing the PA4 function key.

25X1  
25X1

25X1  
25X1

TOP SECRET

- 37 -

TOP SECRET

25X1

25X1

FILM DESCRIPTION

PG X OF X

MISSION XXXX CONTROL NUMBER XXXXXX

REV/OP	FRAME FR	FRAME TO	DATE	FORMAT	PRT-CODE
--------	----------	----------	------	--------	----------

[-]	[XXXX]	[XXXX]	[XXXX]	[XXXXXX]	[-]	[--]
-----	--------	--------	--------	----------	-----	------

.	.	.	.	.	.	.
.	.	.	.	.	.	.
.	.	.	.	.	.	.
.	.	.	.	.	.	.

[-]	[XXXX]	[XXXX]	[XXXX]	[XXXXXX]	[-]	[--]
-----	--------	--------	--------	----------	-----	------

[-] OD [-] ADD [---] [-] DEL GO TO PG[----] PG [-]FW [-]BK [-]XMIT

TOP SECRET

REVISED  
2/79

TOP SECRET



FILM DESCRIPTION  DISPLAY

25X1

CONTENT - Data from the Film Description  Records for the control number that appears at the top of this display. The following data is included for each rev/op: frame range, date, format codes (optional), and for older black and white film, a print code. (See CODES below.) Up to seven rev/ops can be included on one CRT page, consequently this display may consist of more than one CRT page.

25X1

USE - To review Film Description  Records, to update the rev/ops appearing on the display by changing the data for rev/ops and by adding and deleting rev/ops. Because these records are created by the MFI-IN Program, it will be necessary to change the rev/ops when data was transmitted erroneously by the program, to add rev/ops when film has been received but no corresponding rev/ops appear on the display, and to delete rev/ops when no film was received but corresponding rev/ops do appear on the display.

25X1

## CODES

Format CodesPrint Codes

R = special handling  
required

L = light  
D = dark

## INSTRUCTIONS

Reviewing Records

If you are reviewing records and have completed your review, see WHAT TO DO NEXT.

Changing Rev/Ops

\* If necessary, use the paging options or function keys to display the rev/ops you want to change.

TOP SECRET

39

TOP SECRET

REVISED  
2/79

25X1

- \* Overwrite the old data with the new data. You may change as many rev/ops as necessary on one display page.
- \* Transmit. The display will reappear on the screen. If you have changed any rev/op numbers, they will appear on the display in numerical order. If applicable, use the paging options or function keys to page through the display and review your changes. The data displayed, including your changes, reflects the data stored in the Film Information File (FIF).

#### Adding Rev/Ops

The only way to add new rev/ops is to duplicate an existing rev/op and overwrite the duplicated data with the data for the new rev/op. You may select only one rev/op to be duplicated per transmission, but you may duplicate it as many times as necessary depending upon the number of rev/ops you want to add.

#### \* To duplicate a rev/op:

- Light pen the brackets to the left of the rev/op you want to duplicate.
- Then light pen ADD. If you want more than one duplicate, enter the number inside the brackets following ADD.
- Transmit. The display will reappear on the screen. The number of duplicates you have requested will also be displayed, each followed by an asterisk (\*).
- If the duplicates do not appear on the display, it is because the duplicates you requested exceed the maximum number of 7 rev/ops per display page. Your duplicates can be displayed on the next display page. Use the paging options or function keys to display the duplicate rev/ops.

#### \* To add new rev/ops:

- Overwrite each duplicate line with data for the new rev/op.

TOP SECRET

40

TOP SECRET

REVISED  
2/79

25X1

- Transmit. The display will reappear on your screen. The rev/ops you have added can be displayed in numerical order. If they do not appear on the displayed page, use the paging options or function keys to display your additions. The data displayed, including the rev/ops you have added, reflects the data stored in the FIF. Note, the asterisks no longer appear on the display.

Deleting Rev/Ops

- \* If necessary, use the paging options or function keys to display the rev/op(s) you want to delete.
- \* Light pen the brackets to the left of each rev/op you want to delete.
- \* Be sure you have selected only the rev/op(s) you want to delete.
- \* Light pen DELETE, and transmit.
- \* The display will reappear on the screen minus the rev/op(s) you have deleted. The data displayed reflects the data stored in the FIF.

WHAT TO DO NEXT

If you have finished using this display, select one of the following:

- \* Display an additional Film Description  Record by entering the control number for the record you want to display over the control number appearing at the top of this display and transmitting your entry.
- \* Redisplay the Film Subsystem Options Display by light penning the transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

TOP SECRET

41

TOP SECRET

25X1

REVISED  
2/79

25X1

PG X OF X

CONTROL NUMBER XXXXXXXX

DATE: XXXXXX

STATUS

REPLAY  
STATUS NO.

[-] [XXXXXX] [X] [-] [-]

[illegible]

[-] [XXXXXX] [X] [-] [-]

[−]OD

[-]ADD      [--]      [-]DEL

```

INPUT FRAMES  [--] [----] TO [----]
GO TO PG[---] PG [-]FW [-]BK [-]XMIT

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TOP SECRET

REVISED  
2/79

FRAME DESCRIPTION ☐ DISPLAY

25X1

CONTENT - Data from the Frame Description ☐ Record listing all the frames within the control number listed at the top of this display. The status of each frame and the status and number of the latest replay, if any, for each frame is also included in this display. The mission number ☐ appears in the upper left-hand corner and the date (calendar date) of the frames appears in the upper right-hand corner. There may be up to 500 frames listed on this display; consequently it may consist of several pages.

25X1

25X1

USE - To create new Frame Description ☐ Records, to review, and update existing records.

25X1

CODES

One of the following status codes will appear or should be entered on this display for each frame and for any frame replays.

Blank = good  
B = no imagery  
M = film missing  
P = partial frame

PAGING INSTRUCTIONS

The number of pages comprising this display appears at the top of the display, to the right of the title. To page through a display use the paging options or the appropriate function keys. (See PAGING THROUGH A DISPLAY in Chapter 2.)

REVIEWING RECORDS

If you are reviewing a record and have completed your review, see WHAT TO DO NEXT.

TOP SECRET

43

TOP SECRET

REVISED  
2/79

25X1

## INSTRUCTIONS FOR CREATING RECORDS

The frames that comprise the record you are creating may be input by entering a range of frame and strip numbers. You may transmit as many ranges as necessary to include in the record all the film controlled by the control number appearing at the top of this display. Care must be exercised when entering ranges to ensure that as the record is created the individual frames and strips fall in the proper numerical sequence. To create a record follow these procedures:

- \* The input range is to be entered where INPUT FRAMES [--] [----] TO [----] appears at the bottom of the display.
  - If your input range consists of frames, leave the first pair of brackets blank. After transmitting, the numbers in the range will be displayed preceded by the abbreviation FR.
  - If your input range consists of strips, enter ST within the first pair of brackets. After transmitting, the numbers in the range will be displayed preceded by the abbreviation ST.
  - Enter the first number in the range within the second pair of brackets and the last number within the last pair of brackets.
- \* Transmit. The display will reappear on the screen with as many frames or strips as can be accommodated on one CRT page. If additional pages were created to accommodate your input, the total number of pages created will appear in the upper right-hand corner. Use the paging options to page through the display. The data displayed reflects the data stored in the Film Information File (FIF).
- \* Follow these procedures for each range of frames or strips you want to transmit.

## INSTRUCTION FOR UPDATING RECORDS

Once created, these records must be updated to include the status of each frame and the status and number of each replay, if any. You may also update a record by changing existing data and by adding and deleting individual frames.

TOP SECRET

44

TOP SECRET

REVISED  
2/79

25X1

#### Entering Statuses

- \* Frame statuses are entered within the brackets following the frame numbers under the first STATUS column. Once entered these statuses should not change.
- \* Replay statuses and numbers are entered within the appropriate brackets under the REPLAY column. The replay number refers to the total number of replays for a frame. For each replay, a new status is entered, and of course the total number is increased.
- \* Transmit your entries when all statuses have been entered on the display. The display will reappear on your screen; the data displayed, including the statuses you have just input, reflects the data stored in the FIF.
- \* Repeat these procedures for each CRT page comprising the record until all statuses have been input.

#### Changing Existing Data

- \* Use the paging options or the function keys to display the data you want to change.
- \* Overwrite the old data with the new data.
- \* Transmit. The display will reappear on the screen. The data displayed, including your changes, reflects the data stored in the FIF.
- \* Repeat these procedures for each CRT page of the record for which you want to change the existing data.

#### Adding New Frames

The frames in this record are arranged in numerical order. Consequently, the only way to add new frames in the proper sequence is to duplicate an existing frame and overwrite either the original or the duplicate, but not both, with the data for the new frame. You may select only one frame to be duplicated per transmission, but you may duplicate it as many times as necessary depending upon the number of frames you want to add.

TOP SECRET

45

TOP SECRET

REVISED  
2/79

25X1

\* To duplicate a frame:

- Light pen the brackets to the left of the frame you want to duplicate.
- Then light pen ADD. If you want more than one duplicate, enter the number inside the brackets following ADD.
- Transmit. The display will reappear on the screen. The number of duplicate frames you have requested will appear on the display. If the duplicates do not appear on the display, it is because the duplicates you have requested exceed the number of frames per CRT page. Use the paging options or function keys to display the duplicate frames.

\* To add new frames:

- Overwrite the duplicated data with the new data for the new frame or frames you are adding. If you overwrite the original, be sure to leave one duplicate line; so that you do not lose the data for the frame number you chose to duplicate.
- Transmit. The display will reappear on your screen. The data displayed, including the new frames you have added, reflect the data stored in the FIFO.

Deleting Frames

- \* If necessary, use the paging options or function keys to display the frames you want to delete.
- \* Light pen the brackets to the left of each frame you want to delete.
- \* Be sure you have selected only the frames you want to delete.
- \* Light pen DELETE, and transmit.

TOP SECRET

46

TOP SECRET

REVISED  
2/79



- \* The display will reappear on the screen minus the frames you have deleted. The data displayed reflects the data stored in the FIF.
- \* Repeat these procedures for each CRT page of the record containing frames you want to delete.

WHAT TO DO NEXT

If you have finished using this display, select one of the following:

- \* Display another Frame Description  Record by entering the control number for the record you want to display over the control number appearing at the top of this display and transmitting your entry.
- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

25X1

25X1

TOP SECRET

REVISED  
2/79

TOP SECRET

5. PROCESSING FILM LOANS

A Film Loan Record must be created and stored in the Film Information File to control each can of film that is taken out of the Film Library on loan. The three categories of film loans are:

- \* Initial Loans: the loan of all duplicate positives (DPs) from [ ] missions to the Photogrammetry Division, Technical Services Group (PHD/TSG)
- \* Local Loans: the loan of film to individuals at [ ]
- \* External Loans: the loan of film to components of the intelligence community outside of [ ] when film is shipped out of [ ] for repair, it is treated as an external loan

The Film Subsystem provides the following displays and printed output associated with the film loan process:

- \* Displays:
  - Film Loan and Requested Film Displays
  - Film Loan Information Display
  - Outstanding Loans Display
- \* Printed Output:
  - Film Loan Receipts (initial and local loans)
  - Shipping Documents (external loans)
  - Unavailable Film List

Film Loan Records and Film Loan Receipts for initial loans are produced by the MFI-IN Program when it is run to create master records for [ ] mission and bucket. (See Chapter 4. RECEIVING SATELLITE FILM.) All other film loans are processed by using the displays discussed in this chapter. Sample displays and the instructions for using them are presented on the following pages.

TOP SECRET

- 49 -

25X1

25X1

25X1

25X1

25X1

SECRET

25X1

**TOP SECRET**

REVISED  
2/79

```
*****  
*                                     *  
*                                     *  
*          FILM LOAN                *  
*                                     *  
*      INTERNAL                      EXTERNAL  
*      LOAN TYPE                     LOAN TYPE  
*                                     *  
*      [-] LOCAL                    [-] EXTERNAL  
*      [-] INITIAL                  [-] REPAIR  
*                                     *  
*                                     *  
*      BADGE NUMBER                 CUSTOMER CODE  
*      [----]                       [---]  
*                                     *  
*                                     SHIPMENT NUMBER  
*                                     [----]  
*                                     *  
*                                     *  
*                                     *  
*      REQUESTER HOLD? [-]         *  
*                                     *  
*                                     *  
*      [-] OD                        [-] XMIT  
*                                     *  
*                                     *  
*****
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**TOP SECRET**

25X1

REQUESTED FILM		
CONTROL NUMBER	FILM TYPE	COPY NUMBER
[-----]	[---]	[--]
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
.	.	.
[-----]	[---]	[--]
[-] OD      [-] FILM LOAN		[-] XMIT

TOP SECRET

REVISED  
2/79

TOP SECRET

FILM LOAN/REQUESTED FILM DISPLAYS

USE - To process film loans; film that is shipped out of [ ] for repair is treated as a film loan. These displays are always used together. You will receive the Film Loan Display first. After transmitting the appropriate loan type and requester information via this display, the Requested Film Display will appear on your screen. Via this display you will enter and transmit the control number, film type, and copy number for the requested film. However, the maximum number of cans that you may enter per transmission is ten. Therefore, should the requester want more than ten cans of film, you can enter the additional cans, after transmitting the first ten. After transmitting data via these displays, the following processing occurs:

- \* If the loan type is local or initial, the software checks the Personnel Identification File for a record corresponding to the requester's badge number. If there is no record in the file, the requester may not borrow film, and consequently no film requests should be entered. (See Chapter 12. PERSONNEL IDENTIFICATION DISPLAY.)
- \* Film Loan Records are created for each can of requested film that is available for loan to the requester, or for each can of film that is shipped out of the building for repair. (See FILM LOAN INFORMATION DISPLAY.)
- \* Film Recall Records are created for any cans of requested film that are stored at the Records Center. (See Chapter 6. PROCESSING FILM RECALLS.)
- \* Can Description Records for the requested film are updated as appropriate. (See Chapter 4. RECEIVING SATELLITE FILM. Listed below are the possible updates that might be made depending upon the status of the requested film:
  - If a can of film is available for loan, the status code is updated to an L to indicate that the can is on loan.
  - If a can of film is being shipped out of the Building for repair, the status code is updated to an X to indicate that the film is being repaired.
  - If a can of film is stored at the Records Center, the status code is updated to an O to indicate that it is on order from the Records Center.

25X1

WHAT TO DO NEXT

Select one of the following:

- \* To request additional film, light pen and transmit FILM LOAN; the Film Loan Display will reappear on your screen. Repeat the procedures outlined in the INSTRUCTIONS to request from one to ten additional cans of film.
- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

TOP SECRET

- 55 -

TOP SECRET

25X1

FILM LOAN INFORMATION

CONTROL NUMBER [XXXXXXXXXX]  
FILM TYPE [XXX]  
COPY NUMBER [XX]  
LOAN TYPE X  
DATE OUT XXXXXX  
DATE DUE XXXXXX  
DATE RECEIVED XXXXXX  
BADGE NUMBER XXXX  
MIS COMPONENT XXX  
CUSTOMER XXX  
SHIPMENT XXXX  
REQUEST NUMBER XXXXXXXX

[-] OD

[-] XMIT

TOP SECRET

56

TOP SECRET

REVISED  
2/79

FILM LOAN INFORMATION DISPLAY

25X1

USE - To review a Film Loan Record for the film identified by the control number, film type, and copy number you enter and transmit via this display.

INSTRUCTIONS

- \* Identify the Film Loan Record you want to review by entering the control number, film type, and copy number.
- \* Transmit.
- \* After transmitting, the following will appear on the display in addition to the data you have just transmitted:
  - Loan type
  - Date film loaned
  - Date film returned; this field will be blank if film is still on loan
  - Badge number and MIS component code, for internal loans only
  - Customer code and shipment number, for external loans only
  - Request number
- \* If you want to review another Film Loan Record:
  - Enter the control number, film type, and copy number for the record you want to review by overwriting the control number, film type, and copy number appearing on this display.

TOP SECRET

57

TOP SECRET

REVISED  
2/79



25X1

- Transmit.
- The record you have identified will appear on your screen.
- Repeat these procedures for each additional record you want to review.

WHAT TO DO NEXT

If you have finished using this display, select one of the following:

- \* Redisplay the Film Subsystem Options Display by light penning and Transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

TOP SECRET

58

TOP SECRET

REVISED  
2/79

**TOP SECRET**

REVISED  
2/79

**TOP SECRET**

59

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* * * * *
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```
                OUTSTANDING LOANS                               PG    X OF      X
```

```
                BADGE NUMBER   XXXX
```

```
                NAME            XXXXXXXXXXXXXXXXXXXXXXXXXX
```

CONTROL NUMBER XXXXXXXXXX	MISSION XXXXXXXXXXXX	TYPE X	COPY XX	DATE OUT XXXXXX	DATE DUE XXXXXX	REQUEST NUMBER XXXXXXX
.	.	.	.	.	.	.
.	.	.	.	.	.	.
.	.	.	.	.	.	.
.	.	.	.	.	.	.
.	.	.	.	.	.	.
.	.	.	.	.	.	.
.	.	.	.	.	.	.
. XXXXXXXXXX	. XXXXXXXXXXXX	X	XX	XXXXXX	XXXXXX	XXXXXXX

```
[ - ]OD                                GO TO PG[ --- ] PG [ - ]FW [ - ]BK     [ - ]XMIT
```

```
* * * * *
```

OUTSTANDING LOANS DISPLAY

25X1

USE - To review a list of all film that is on loan to the individual whose badge number and name appear at the top of the display. This display may consist of more than one CRT page.

PAGING INSTRUCTIONS

The number of pages comprising this display appears at the top of the display, to the right of the title. To page through the display, use the paging options or the appropriate function keys. (See PAGING THROUGH A DISPLAY in Chapter 2.)

INSTRUCTIONS

This display is for reviewing only. You may not add, change, or delete data. When you have completed your review, see WHAT TO DO NEXT.

WHAT TO DO NEXT

If you have finished using this display, select one of the following:

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

TOP SECRET

- 60 -

TOP SECRET

25X1

\*\*\*\*\*

FILM RECALL

CONTROL NUMBER [XXXXXXXXX]  
 FILM TYPE [XXX]  
 COPY NUMBER [XX]  
 BADGE NUMBER XXXX  
 MIS COMPONENT XXX  
 CUSTOMER CODE XXX  
 REQUEST NUMBER XXXXXXX  
 NAME XXXXXXXXXXXXXXXXXXXXXXXX  
 PHONE NUMBER XXXXXXX  
 DATE ORDERED XXXXXX  
 DATE RECEIVED [-----]  
 DATE RETURNED [-----]

[-] UPDATE      [-] DELETE      [-] RETRIEVE      [-] XMIT  
 [-] OD

\*\*\*\*\*

TOP SECRET

REVISED  
2/79

25X1

FILM RECALL DISPLAY

USE - To review Film Recall Records which are created when requested film entered and transmitted via the Requested Film Display is stored at the Records Center. (See Chapter 5. PROCESSING FILM LOANS.) These records are updated when recalled film is received by MISB by entering the DATE RECEIVED and when film is returned by MISB to the Records Center by entering the DATE RETURNED. This display can also be used to delete Film Recall Records but these records should be deleted only when the requestor does not want to wait for the film to arrive from the Records Center and consequently cancels the request.

## INSTRUCTIONS

Retrieving Records

- \* Identify the record you want to display by entering the control number, film type, and copy number.
- \* Light pen RETRIEVE, and transmit. The following will appear on the screen in addition to the data you have just transmitted:
  - Badge number and MIS component code, for internal requests
  - Customer code, for external requests
  - Request number
  - Name and phone number of requester
  - Date ordered from the Records Center
  - Date received from the Records Center, this field will be blank if the film has not yet been received
  - Date returned to the Records Center, this field will be blank if the film has not yet been returned
- \* To display another record:
  - Enter the control number, film type, and copy number for the record you want to display by overwriting.

TOP SECRET

64

TOP SECRET

REVISED  
2/79

25X1

- Light pen RETRIEVE, and transmit. The record you have identified will appear on your screen.
- Repeat these procedures for each additional record you want to retrieve.

#### Reviewing Records

If you are reviewing records and have completed your review, see WHAT TO DO NEXT.

#### Updating Records

- \* Follow the procedures under Retrieving Records to display the record you want to update.
- \* Enter one of the following as appropriate:
  - DATE RECEIVED - if MISB has received the film from the Records Center.
  - DATE RETURNED - if MISB is returning film to the Records Center.
- \* Light pen UPDATE, and transmit. This message will appear on the screen:

UPDATE COMPLETE

#### Deleting Records

Care must be exercised when deleting records. Always be certain that (1) you do want to delete the record you have selected, and (2) that you are displaying the record you want to delete. Follow these procedures to delete a record:

- \* Follow the procedures under Retrieving Records to display the record you want to delete.
- \* Be sure you are displaying the record you want to delete.

TOP SECRET

65

TOP SECRET

REVISED  
2/79

25X1

\* Then light pen DELETE, and transmit. This message will appear on the screen:

DELETE COMPLETE

WHAT TO DO NEXT

If you have finished using this display, select one of the following:

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

TOP SECRET

66

TOP SECRET

REVISED  
2/79

25X1

**TOP SECRET**

REVISED  
2/79

TOP SECRET



FILM RETURN DISPLAY

25X1

USE - To record film returns. You can enter from one to ten cans of returned film per transmission.

INSTRUCTIONS

- \* Enter the source of the returned film by light penning  or EXTERNAL.
- \* If the source is  enter the badge number of the individual returning the film.
- \* Then enter the control number, film type, and copy number for from one to ten film cans.
- \* Transmit.
- \* The batch program which prints the Film Return Receipt and the Return Listing is initiated and this message will appear at the top of the display:

BATCH PROGRAM INITIATED

- \* If you want to enter additional film returns, light pen ADDITIONAL RETURNS at the bottom of the display. A blank Film Return Display will appear on your screen. Follow the procedures outlined above to enter from one to ten additional cans.
- \* Continue this process until all returned film cans have been entered.

WHAT TO DO NEXT

If you have finished using this display, select one of the following:

- \* Redisplay the Film Subsystem Options Display by light penning and transmitting OD.
- \* Terminate this run of the subsystem by pressing the PA4 function key.

25X1

25X1

TOP SECRET

REVISED  
2/79

TOP SECRET

70

9. FILM RETIREMENT AND FILM DESTRUCTION

Periodically original negatives (ONs) from [ ] missions and original positives (OPs) from [ ] missions are retired from the Film Library and stored at the Records Center. All other film types (DPs, DPCs, DPGs, DNs, INCs, and INBs) that no longer need to be stored in the Film Library are destroyed during the silver recovery process.

RETIRING FILM

You will use the OAS RETIRE Program to designate the film that is to be retired. This program will update all the Can Description Records for the film that is to be retired by changing the storage location code from an F (which indicates that the film is stored in the Film Library) to an R to indicate that the film is stored at the Records Center. OAS RETIRE outputs a Records Shelf List which itemizes by mission and control number all the film that is to be retired to the Records Center.

Input to the OAS RETIRE Program

Input to the program is a punched card which indicates the film that is to be retired. You are responsible for preparing the input card. When retiring [ ] missions, the input card must include:

- \* Mission Type
- \* Mission and bucket number
- \* Job number

When retiring [ ] film the input card must include:

- \* Mission Type
- \* Mission number
- \* A range of control numbers
- \* Job number

TOP SECRET

- 73 -

25X1

25X1

25X1

TOP SECRET

25X1

25X1

The columns, entries, and formats for punching the input card are given below. In the format column, an A equals a letter, N a number, and b a blank.

<u>Columns</u>	<u>Entries</u>	<u>Formats</u>
1- 4	Mission type, <input type="text"/> 1	AANb or AANN
5-11	Mission number, <input type="text"/> <input type="text"/>	NNNN-Nb or NNNNbbs
12-20	First control number in range for <input type="text"/> film, e.g., 7832201; leave blank if you are retiring <input type="text"/> mission	NNNNNNNb or all blanks
21-29	Last control number in range for <input type="text"/> film; leave blank if you are retiring <input type="text"/> mission	NNNNNNNb or all blanks
30-38	Job number, e.g., 78T03813A	NNANNNNA

#### Requesting a Run of the Program

The OAS RETIRE Program is run in COB/CSD. To request a run of the program, submit an Operations Branch Work Request [Form 1125 (6-78)] to COB/CSD. Include the input card with your request. COB will notify you when the program has been run.

The Records Shelf List

The OAS RETIRE Program outputs a Records Shelf List. This list itemizes the film that is to be retired by mission and control number. The box number in which each control number is to be stored is also included on the list. It can then be used as a packing list. The Records Shelf List should accompany the film when it is shipped to the Records Center for storage. A sample Records Shelf List appears in the APPENDIX.

## FILM DESTRUCTION

A Film Destruction Record must be created and stored in the Film Information File (FIF) for each can of film that is to be destroyed. You will use the Film Destruction Display to create these records. After data is transmitted via this display, the status codes of the appropriate Can Description Records are updated to a D to indicate the film is designated for destruction, and the location codes are changed to blanks. Each time the FIF is archived, Film Destruction Records are transferred to the Film Destruction History File. (See Chapter 11. THE FIF HISTORY FILE AND HISTORY REPORTS.)

After you have created Film Destruction Records for the film you want to ship for silver recovery, you can request a printout of the Film Destruction List which will accompany the boxes of film when they are turned over to Logistics Branch for shipment. To request a Film Destruction List submit an Operations Branch Work Request [Form 1125 (6-78)] to COB/CSD. A sample Film Destruction List appears in the APPENDIX.

A sample Film Destruction Display and instructions for using it appear on the following pages.

**TOP SECRET**

REVISED  
2/79

```
* * * * *
```

```
FILM DESTRUCTION
```

```
SHIPMENT NUMBER [---]      DATE RELEASED [-----]
```

```
MISSION NUMBER [-----]    FILM TYPE [---]        COPY NUMBER [--]
```

```
CONTROL NUMBER              BOX NUMBER
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[-----]                  [----]
```

```
[ - ] UPDATE                               [ - ] XMIT
```

```
[ - ] OD
```

```
* * * * *
```

**TOP SECRET**

25X1

## 12. PERSONNEL IDENTIFICATION RECORDS

Personnel [ ] who are eligible to borrow film from the Film Library are recorded in the Personnel Identification File. Each record in the file identifies one eligible employee by name and badge number. The employee's MIS component code, phone number and room number are also included in the record along with an ON/OP access code which indicates whether or not the employee is authorized to borrow original positives (OPs). The expiration date for ON/OP access is also included, if applicable.

25X1

Personnel Identification Records may be created, reviewed, updated, and deleted via the Personnel Identification Display. A sample display and instructions for using it are presented on the following pages.

TOP SECRET

- 83 -

TOP SECRET

25X1

PERSONNEL IDENTIFICATION

BADGE NUMBER XXXX  
NAME [-----]  
MIS COMPONENT [---]  
PHONE NUMBER [-----]  
ROOM NUMBER [----]  
ON/OP ACCESS [-]  
DATE [-----]

[-]UPDATE      [-]DELETE      CHANGE BADGE? [----]      [-]XMIT  
[-]OD

TOP SECRET

REVISED  
2/79

13. CONTROL NUMBER RETRIEVAL

25X1

Because many of the records in the Film Information File are retrieved by control number, the Control Number Retrieval Display has been included in the Film Subsystem. Via this display you can input data that identifies from one to five frames of  film and from one to five frames of  film. After transmitting this data the appropriate control numbers will appear on the display.

25X1  
25X1

A sample Control Number Retrieval Display and the instructions for using it appear on the following pages.

TOP SECRET

- 89 -

TOP SECRET



25X1

REVISED  
2/79

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**TOP SECRET**